

## ***Faculty Reporting for State Operating Resource Purposes***

### **Purpose:**

A common reporting of faculty and recognition and recording of faculty achievements is increasingly important in the budgeting and management of our resources and the generation of reliable information for strategic decision making, such as calculating student/faculty ratios, and as the basis for institutional reporting efforts.

*This document is primarily for the purpose of administrative reporting and does not affect an appointee's official status with the university or SUNY.* Categories of faculty that are included or excluded are done so for internal purposes and are relevant only to University at Buffalo employees, not to those employed by university affiliates.

When determining faculty status, only an individual's primary appointment is considered. Non-primary appointments are excluded from the procedures listed below. Only faculty in positions funded as Personal Service Regular (PSR) are considered; this excludes any appointments made against temporary service. In addition, salary calculations include only the base salary; "Also Receives" payments are not included.

See the document "[Faculty Reporting Summary](#)" for a summary of faculty definitions contained in this document.

### **Categories of Faculty:**

- ***Ladder Faculty:***

Tenure Ladder Faculty are those individuals whose assignments are made for the purpose of conducting non-casual instruction, research, and/or service to the university and professions as a principal activity or activities. Faculty may hold State titles of professor, associate professor, assistant professor, instructor, librarian, or equivalent. In addition, individuals identified as Ladder GFT<sup>1</sup> Faculty will be included as long as they are either tenured or hold a tenure-track GFT<sup>1</sup> appointment **and** receive a state paycheck.

Ladder Faculty will be aggregated along the following subgroups to facilitate headcount and FTE reporting by full or part-time status:

- **Tenured/Tenure-Track Faculty:**

Tenure Ladder Faculty who hold a title designated by the State University of New York as tenure-track except those employed by EOC. Tenure-track faculty also includes those individuals having qualified State titles such as visiting assistant professor for whom the decanal units/academic departments expect to stand for/receive tenure. These might be individuals who are waiting for an appropriate Visa or faculty who have been granted a stop to their tenure clock and are temporarily appointed in a qualified title. Full-time/part-time designation is fully dependent on the FTE associated with the appointment. Tenure Track titles may not be used for non-ladder faculty.

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<sup>1</sup> GFT (Geographic Full Time): As defined by the Policies of the Board of Trustees, a "geographic full-time" faculty member is a person serving on the faculty of a medical center who "is not employed on a full-time basis for the purpose of fixing compensation payable by the State, but all of whose professional services and activities are conducted at the medical center or its affiliated hospitals and are available to the State on a full-time basis for clinical and instructional purposes."

- **Tenured/Tenure-Track GFT<sup>1</sup> Faculty<sup>2</sup>:**

Individuals identified as Ladder GFT<sup>1</sup> Faculty will be included as long as they are either tenured or hold a tenure-track GFT<sup>1</sup> appointment *and* receive a state paycheck. Every individual with a Ladder GFT<sup>1</sup> appointment will be considered full-time.

- **Librarians:**

Individuals with a Librarian designator in their title who are identified as holding tenure-track positions. Full-time/part-time designation is fully dependent on the FTE associated with the appointment.

- ***Non-Ladder Faculty:***

Faculty who do not meet the above definition for Ladder Faculty will be considered Non-Ladder Faculty. Full-time/part-time designation is fully dependent on the FTE associated with the appointment.

Employees who do not meet the Ladder Faculty requirements will be aggregated along the following subgroups:

- **Non-Tenure-Track Faculty (Teaching):**

Non-Tenured/Tenure-Track Faculty who typically hold (but are not limited to) titles such as: Lecturer, Instructor or Clinical Instructor. Full-time/part-time designation is fully dependent on the FTE associated with the appointment.

- **Research Faculty:**

Research Faculty will be limited to individuals who are exclusively conducting research and are the principal investigator (PI) or co-PI and who supervise students or other professional level assistants who are collaborating on or assisting with such research. Full-time/part-time designation is fully dependent on the FTE associated with the appointment.

- **Non-Tenure Track GFT<sup>1</sup> Faculty (Teaching)<sup>2</sup>:**

Individuals identified as Non-Tenure Track GFT Faculty are non-tenured in a non-tenure track GFT<sup>1</sup> appointment *and* receive a state paycheck. Every individual with a Non-Tenure Track GFT<sup>1</sup> appointment will be considered full-time.

- **Librarians:**

Individuals with a Librarian designator in their title who are identified as holding non-tenure-track positions. Full-time/part-time designation is fully dependent on the FTE associated with the appointment.

## **Total University Faculty for Reporting Purposes:**

Total Faculty includes the following faculty groups: Ladder Faculty consisting of Tenured/Tenure-Track, Tenured/Tenure-Track GFT<sup>1</sup>, and Librarians; Non-Ladder Faculty consisting of Non-Tenure-Track, Research and Non-Tenure Track GFT<sup>1</sup>.

## **Other Contributors to the Instructional Mission:**

Certain employee groups are not included such as: residents, fellows, and post-doctoral scholars. Moreover, faculty employed by the Educational Opportunity Center (EOC) are also excluded, as are Adjunct faculty and those individuals having a primary appointment outside the officially recognized State faculty ranks but who are engaged in concomitant extra-service instructional efforts. In addition, individuals holding a volunteer title as their exclusive appointment are excluded. Finally, graduate assistants, teaching assistants, research assistants, preceptors, student assistants or other personnel who are at the University for the principal purpose of being graduate students are not included.

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<sup>2</sup> Tenure/Tenure-Track and Non-Tenure Track (Teaching) GFT Faculty will be displayed and, depending on the circumstances or analysis, may or may not be counted.